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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 12 January 1956

FROM : Chief, Management Training

SUBJECT: Week of 3 - 9 January 1956

1. Basic Supervision. Basic Supervision #13 began Monday, 9 January with the course maximum of 18 students, GS-5 through GS-7. (One GS-4, a special case, is also included in the 18). Seven are from DDI; two, from DDP; seven, from DDS; and two from DCI. This group represents a definite supervisory training need in the Agency, but it requires special handling in comparison with supervisors at more senior levels. One of the specific differences between this group and other students enrolled in Basic Supervision is in education: of the eighteen, only one has finished college. They are generally new to a supervisory assignment and lack breadth of experience.

2. Fitness Report Familiarization. Through Monday, 9 January, a total of seven meetings with key administrative, personnel, and placement officers had been held on the new Fitness Report. In general, a feeling of quiet enthusiasm for the new Fitness Report was in evidence at the familiarization sessions. A full report to [] O/P, and to [] C/A&E, will be submitted this week on the completion of the series.

